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16 January 1973

MEMORANDUM FOR THE STAFF

SUBJECT: Night Security Check Procedures

To help the secretaries who work late, the attached has been prepared as a security aid.

Henceforth, in addition to assuming security check officer responsibility by initialing form 109, each secretary who remains on duty after the security officer has departed will fill out the date and indicate by check or initial each appropriate space to signify the object or area has been appropriately secured.

*On*

OLC Security Officer